

WHAT IS CLAIMED IS:

1. A tray, comprising:  
a surface with a first end and a second end opposite to the first end;  
a projection extending away from the surface and from the second end of the surface; and  
a recess formed below the surface and from the projection toward the first end.
2. The tray of claim 1, wherein when a first document is placed on the surface the first document extends from the first end and covers only a portion of the recess and when a second document is placed on the surface, the second document having a length longer than the first document, the second document extends from the first end and covers all of the recess and only a portion of the projection.
3. The tray of claim 1, wherein the first end is connected to a feeding device that feeds documents.
4. The tray of claim 1, wherein the tray is a discharge tray located at a downstream side of a feeding device that feeds documents.
5. The tray of claim 4, wherein the projection extends from the surface such that the projection has a height that is higher than a discharge point at which the documents are discharged from the feeding device.
6. The tray of claim 4, wherein a distance between a discharge point at which the documents are discharged from the feeding device and an end of the recess located on the first end side is shorter than a length of the documents discharged onto the surface.
7. The tray of claim 4, wherein the distance between a discharge point at which the documents are discharged from the feeding device and an end of the projection located on the first end side is not equal to a length of the documents discharged onto the surface.
8. The tray of claim 4, wherein the projection has a first surface extending from the second end to a crease formed along the width of the projection and a second surface extending from the crease to an end of the projection located on the first end side, with the first surface and the second surface extending from the crease toward the surface.
9. The tray of claim 8, wherein the surface and the second surface of the projection are on a same plane.
10. The tray of claim 8, wherein the second surface of the projection and the recess are on a same plane.
11. The tray of claim 10, wherein at least one second projection extends from the projection to the recess.

12. The tray of claim 1, wherein the projection is formed with the surface.
13. The tray of claim 1, wherein the projection is separate from the surface.
14. The tray of claim 13, wherein the projection is moveable from a first position with a bottom surface of the projection against the surface to a second position with the bottom surface inclined away from the surface.
15. The tray of claim 14, wherein a second recess is formed under the projection such that when the projection is in the first position, abutting ends of the recess and the projection are on a same plane.
16. The tray of claim 13, wherein the recess surrounds a part of the projection.
17. The tray of claim 1, wherein the recess is not symmetrical.
18. The tray of claim 17, wherein a width of the recess decreases with proximity to the first end.
19. The tray of claim 1, wherein a width of both the projection and the recess is shorter than the width of documents discharged onto the surface.
20. The tray of claim 1, wherein a depth of the recess formed below the surface increases with proximity to the first end.
21. The tray of claim 1, wherein the tray is a document setting tray located at an upstream side of a feeding device that feeds documents.
22. The tray of claim 1, wherein the projection is moveable from an extended state to a contracted state.
23. An image formation apparatus, comprising:  
an image forming apparatus in which an image can be formed on a recording medium;  
an image reading device that reads an image recorded on the document; and  
the tray of claim 1 which receives the document after the image recorded on the document has been read by the image reading device.
24. A method of scanning documents in an image formation apparatus, comprising:  
feeding documents to a scanner one by one;  
scanning the fed document;  
discharging the scanned document to a discharge tray with a surface with a first end and a second end opposite to the first end, a projection extending away from the surface and from the second end of the surface and a recess formed below the surface and extending from the projection toward the first end.

25. The method of claim 23, wherein when a first document is placed on the surface, the first document extends from the first end and covers only a portion of the recess and when a second document is placed on the surface, the second document having a length longer than the first document, the second document extends from the first end and covers all of the recess and only a portion of the projection.